CONSTITUTION

ESTELL MANOR HOME - SCHOOL ASSOCIATION

Article I- (Name)

The name of this Association shall be known as the Estell Manor Home- School Association.

Article II- (Organization)

This Association is organized (exclusively for educational and charitable school purposes) as a non-profit corporation.

Article III- (Mission and Objectives)

The mission statement of the Association is:

The mission of the Estell Manor Home and School Association is to develop a united effort where parents, teachers, administrators, and other concerned adults may cooperate in the education of our children and youth. Our efforts in fundraising will be to support the classroom equitable among all grades and students, expand the arts, encourage community involvement, and work for a healthy environment and safe neighborhoods.

The objectives of the Association are:

Section I- To build and maintain an organization which will assist in promoting the welfare of children and youth in home, school and community by voluntarily contributing time, work and financial support.

Section II- To promote open communication between the home and school.

Section III- To bring into closer relation the home and school that parents and teachers may cooperate intelligently in the education of the child.

Section IV- To develop between educators and the general public such united efforts that will secure for every child the highest advantages in physical, mental and social education.

Article IV- (Membership)

The membership of this Association shall not be limited. Any individual who subscribes to the Objectives and Basic policies of this Association may become a member, subject only to the compliance with the provisions of the By-Laws.

Section I- The Association shall conduct an enrollment of members, but persons may be admitted to membership at any time.

Section II - Each member of the Association shall pay annual dues to the Association, which entitles him/her to vote at all meetings. Amount will be determined at the regular June meeting by a vote of membership present at that meeting.

Section III- All members of the Association shall dress and conduct themselves in a professional manner at all times while representing the Association.

Article V- (Officers)

Section I- The officers of the Association shall consist of a President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary and if warranted, Alternate Corresponding Secretary.

Section II- The term of the office will be two consecutive years, limited to two consecutive terms in the same office.

Section III- In the event the incumbent officer has served two consecutive terms, as defined in Article V, Section II and there are no new nominations for that position the incumbent may submit their name for nomination to that position.

Article VI - (Amendments)

Section I- Proposed amendments to the Constitution must follow the same procedures as Outlined in Article X of the HSA By-Laws

Article VII – (Dissolution)

Section I- In the event of dissolution of the Association, its assets shall be distributed to the Estell Manor Board of Education to be used in a manner approved by the Association and in a manner that appropriately benefits the students of Estell Manor School in accordance with the mission and goals of the Association.

BY-LAWS

ESTELL MANOR HOME- SCHOOL ASSOCIATION

Article I- (Basic Policies)

The following are basic policies of the Association:

Section I- The Association shall be non-commercial, non-sectarian and non-partisan.

Section II- The name of the Association or the names of any members in their official capacities shall not be used in any conjunction with a commercial concern, or any partisan interests or for any purpose not appropriately related to promoting the objective of the Association.

Section III- The Association shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign, or on behalf of, or in opposition to any candidate for public office.

Section IV - The Association shall be educational and shall be developed through committees and projects.

Section V - The Associate may cooperate with other organizations and agencies concerned with child welfare, but person representing the Association in such manners shall make no commitments that bind the Association.

Section VI- The Association will cooperate with the Estell Manor Board of Education (EMBOE) in distributing any information the BOE wishes to provide in regards to all proposed school budgets.

Article II- (Executive Committees)

Section I - The Executive Committee shall consist of all officers and chairpersons of all standing committees.

Section II- The Executive Committee shall meet whenever deemed necessary.

Article III (Duties of Officers)

Section I - The President shall preside at all meetings of the Association. This person shall perform such other duties as may be prescribed in these By-Laws or assigned by the Association and shall coordinate the work of the officers and committees of the Association in order that the objective may be promoted.

Section II - The Vice-President shall act as aide to the President and shall, in the designated order, perform the duties of the President in the absence or inability of that officer to serve.

Section III - The Recording Secretary shall keep records, minutes and attendance of all meetings of the Association, shall have a copy of the approved By-Laws available at every meeting, help the Corresponding Secretary and perform such other duties as may be delegated.

Section IV- The Corresponding Secretary shall keep membership records, send out email

reminders, put out volunteer lists, publish updates and events in news sources when necessary, help the Recording Secretary and perform such other duties as may be delegated. If warranted, a second or Alternate Corresponding Secretary shall assist the Corresponding Secretary in their duties and may act as Corresponding Secretary in the event that the Corresponding Secretary is unable to perform their regular duties.

Section V - The Treasure shall keep an accurate record of all receipts and disbursements, showing each activity separately as well as a complete record of all funds.

Section VI- The Treasure shall supervise the Association's bank account to ensure its accuracy.

Section VII- The Treasure shall present a financial statement of accounts at every meeting of the Association and shall make a full report at the September meeting.

Section VIII- The Treasurer's account shall be audited bi-annually by an outside auditor at the beginning of the term. The audit report is to be prepared and presented at the September meeting.

Section IX- All Association financial transactions require two (2) members' signatures.

Section X- All officers shall deliver to their successors all official material at the first

meeting in July when the new officers shall take office.

Section XI - The Executive Committee shall have the right to transact any and all business of the Association which requires attention prior to a regular meeting. All transactions that exceed $125.00 must be brought before the full membership.

Article IV – (Election of Officers)

Section I- Nominations shall be accepted from the floor at the regular April meeting in an Election year. Any member whose name is placed in nomination must accept the nomination in person or in writing at that meeting.

Section II - The same person shall not be a candidate for more than one elected office.

Section III - The President shall appoint a non-candidate to serve as election official. That person shall be responsible for preparing and tallying the votes, if necessary.

Section IV - If there is but one nominee for any office, it shall be in order to move that the

Recording Secretary cast the elective ballot of the Association for the nominee.

Section V - Election will take place at the June meeting.

Article V- (Vacancies)

Section I- In the event of a vacancy in an elected office, the office shall be filled by a vote of the membership at the next scheduled meeting of the Association.

Article VI- (Membership Year)

Section I- The membership year of this Association shall be from July 1 to June 30.

Article VII- (Association Meetings)

Section I- The meetings of the Association shall be held on the first Monday of each month or changed if necessary.

Article VIII- (Standing Committees)

Section I- There shall be the following Standing Committees: Fund Raising, Dances, Box

Tops for Education, and any other committees the Executive Committee determines useful.

Article IX- (Parliamentary Authority)

Section I- *Roberts Rules of Order Revised* shall govern this Association in all cases in which they are applicable.

Article X - (Amendments)

Section I - Every addition, amendment, alteration or repeal of any existing law shall take effect immediately upon its adoption unless otherwise provided.

Section II- All proposed amendments to the By-Laws shall be submitted in writing and in

proper form during a regular membership meeting. Proposed amendments must be signed by ten (10) members of the Association. Proposed amendments shall be introduced and read at the membership meeting after they are submitted in writing.

Section III- Amendments to the By-Laws may be amended at any meeting of the Association by a two-thirds (2/3) majority vote of the members present and voting, providing that notice of the proposed amendment was read at the prior meeting.